

**BEAVER COUNTY GOVERNMENT
ELECTED OFFICIALS**

BOARD OF COMMISSIONERS:	DAN DONATELLA, CHAIRMAN JOE SPANIK CHARLES A. CAMP	
CLERK OF COURTS:	JUDY R. ENSLEN	
CONTROLLER:	RICHARD W. TOWCIMAK	
CORONER:	WAYNE N. TATALOVICH	
DISTRICT ATTORNEY:	DALE FOUSE	
PROTHONOTARY:	NANCY C. WERME	
RECORDER OF DEEDS:	JANICE JESCHKE BEALL	
REGISTER OF WILLS:	CAROL R. FIORUCCI	
SHERIFF:	FELIX A. DeLUCA, JR.	
TREASURER:	CONNIE T. JAVENS	
JURY COMMISSIONERS:	DOROTHY COLELLA NANCY LOXLEY	
COURT OF COMMON PLEAS:	HON. ROBERT E. KUNSLEMAN HON. JOHN D. McBRIDE HON. GEORGE E. JAMES HON. C. GUS KWIDIS HON. RICHARD MANCINI HON. JOHN P. DOHANICH	
DISTRICT JUSTICES:	HARRY E. KNAFELC DONALD EILER JAMES DiBENEDETTO EDWARD C. HOWE MARTIN V. SCHULTE JOHN ARMOUR C. DOUGLAS LOUGHNER JANET SWIHART JOSEPH ZUPSIC	36-01-01 36-01-02 36-01-03 36-02-01 36-02-02 36-03-01 36-03-02 36-03-04 36-03-03

DEPARTMENT MANAGERS

ADULT PROBATION	ED COLONNA
AIRPORT	BETH LaVALLE
ALLENCREST	ROBERT ROSE
ASSESSMENT/TAX CLAIM	MICHAEL KOHLMAN
FRIENDSHIP RIDGE	WILLIAM JUBECK*
CHIEF CLERK	JOANN CLARKE
CHILD CARE CHOICES	JOE PIROLI
COMMUNITY DEVELOPMENT	LISA SIGNORE (ACTING)
CONSERVATION DISTRICT	JOHN SCHERFEL
COURT ADMINISTRATOR	JOSEPH CABRAJA
DOMESTIC RELATIONS	JOE SIGNORE
ELECTIONS BUREAU	DORENE MANDITY
EMERGENCY SERVICES	WES HILL
FINANCIAL ADMINISTRATOR	ROB CYPHERT
DEPARTMENT OF PUBLIC WORKS	JAMES CAMP
HUMAN RESOURCES	RICHARD DARBUT
INFORMATION TECHNOLOGY	FRANK SIGNORE
JAIL WARDEN	WILLIAM SCHOUPPE
JUVENILE PROBATION	DEBORAH KUNSELMAN
LAW LIBRARY	BETTY DENGEL
LIBRARY COMMISSION	DIANE AMBROSE
MENTAL HEALTH/MENTAL RETARDATION	GERARD MIKE
MICROGRAPHICS	CHARLES HILT
OFFICE ON AGING	BRANDON JAMES
PLANNING COMMISSION	FRANK MANCINI
PUBLIC DEFENDER	JOSEPH BUDICAK
PURCHASING/MAILROOM	VACANT
RECREATION	TOM KING
VETERANS ADMINISTRATION	WILLIAM MUNS
VICTIM SERVICES	TERRY BRUCE
WASTE MANAGEMENT	CHARLES RAABE
WEIGHTS AND MEASURES	DAN SANTIA

* Contract with The Medical Center, Beaver.

ELECTED OFFICIALS

BOARD OF COMMISSIONERS

The Board of Commissioners are the chief executive officers of the County. They are responsible for all legislative and administrative functions of the County.

CLERK OF COURTS

The Clerk of Courts is the chief clerk of the Court of Common Pleas. The Clerk of Courts is responsible for maintaining court records and collecting all court related fines and fees.

CONTROLLER

The Controller is the chief financial officer of the County who is responsible for supervising the budget, financial reporting, auditing, accounts payable and payroll. In addition, the Controller sits on many boards and is responsible for many administrative functions relating to those boards.

CORONER

The Coroner is responsible for inquiries/inquests relating to wrongful and/or suspicious deaths for the County.

DISTRICT ATTORNEY

The District Attorney is the chief prosecutor for the County.

PROTHONOTARY

The Prothonotary is responsible for maintaining court records and filings relating to divorce, civil cases, filing financial statements, liens and issuing passports.

RECORDER OF DEEDS

The Recorder of Deeds is responsible for the official filing of all property transfers within the County. This includes recordation of mortgages as well as deeds for properties sold.

ELECTED OFFICIALS – (Continued)

REGISTER OF WILLS

The Register of Wills is responsible for issuing marriage licenses, legal filings of estates and collecting estate taxes.

SHERIFF

The Sheriff is the chief law enforcement officer for the County.

TREASURER

The Treasurer is responsible for collecting taxes levied by the County, investing County funds and issuing licenses for small games of chance and dog permits.

JURY COMMISSIONERS

The Jury Commissioners are responsible for the jury selection process for the Court of Common Pleas.

COURT OF COMMON PLEAS

There are six judges that preside over the Court of Common Pleas within Beaver County. They are responsible for hearing cases and legal decisions in addition to overseeing the Court system of Beaver County.

DISTRICT JUSTICES

There are nine District Justices within Beaver County that are established by district. They are responsible for arraignments, hearing minor claims, and traffic violations for Beaver County.

DEPARTMENT DESCRIPTIONS

ADULT PROBATION

This office administers the probation procedures as established by the Court system. The office is responsible for monitoring adult individuals who are serving court-mandated probation in addition to administering state and federal grants that are received for such purposes.

AIRPORT

This department is responsible for the safe and efficient operation of the Beaver County Airport. This includes enforcing Federal Aviation Administration policies and administering grants that are in effect for various airport projects.

ALLENCREST JUVENILE DETENTION CENTER

The center operates within guidelines as established by the court system pertaining to juveniles. This center houses and monitors juveniles while providing necessary counseling as required by the courts.

ASSESSMENT / TAX CLAIM

This office is responsible for enforcing taxes levied by the Board of Commissioners for real estate. It assesses all properties within the County and manages the tax system.

CENTRAL TELEPHONE

This department is responsible for the maintenance and operation of the telephone communication system for the County. This department is under the management of the Chief Clerk.

CHIEF CLERK

The Chief Clerk is an administrative assistant to the Board of Commissioners.

CHILD CARE CHOICES

This department is responsible for the managed care program for children within Beaver County and it administers the grant programs that are established for those purposes by the Commonwealth and Federal government.

DEPARTMENT DESCRIPTIONS - (Continued)

CHILDREN AND YOUTH SERVICES

This agency oversees the programs which the County provides under grants awarded by the Commonwealth and Federal governments for the welfare of children. The agency provides families as well as children with various services such as counseling and foster care.

COMMUNITY DEVELOPMENT

This department is responsible for the administration of Federal and Commonwealth grants that are provided to the County for various programs. These programs assist in private and public development and improvement such as main street renovations and infrastructure repairs.

CONSERVATION DISTRICT

The agency is responsible for environmental and soil erosion programs for the County. The agency is also responsible for the administration of grant programs awarded through Federal and Commonwealth governments.

COURT ADMINISTRATOR

This administrative office of the Court manages the Court system within Beaver County. This entails all activities and responsibilities of the Court system, as well as the offices that are responsible for those activities.

INFORMATION SERVICES

This office is responsible for managing information services which are provided for the County. The department provides technical services and support for various hardware and software programs in operation as well as communication systems. The department also directs the central telephone system.

DEPARTMENT OF PUBLIC WORKS

This department manages various County projects, parks, road maintenance, rodent control, buildings and grounds and minor repairs.

DOMESTIC RELATIONS

This court related office is responsible for providing and managing services that are under the auspices of the Court system regarding domestic (family) problems and court situations.

DEPARTMENT DESCRIPTIONS - (Continued)

ELECTIONS BUREAU

This office is responsible for all activities involving primary, general and special elections within Beaver County.

EMERGENCY SERVICES

This office is responsible for managing and administering all activities that pertain to emergency situations affecting Beaver County. The 911 Center of Beaver County is under this jurisdiction.

FINANCIAL ADMINISTRATOR

This individual is responsible for the preparation of the County's budget.

JAIL

The jail serves as a detention center for individuals awaiting trial or sentenced to serve time for minor violations or on work release programs mandated by the Court.

HUMAN RESOURCES

This department is responsible for all activities pertaining to human resources for Beaver County. Included in this array of services are employee hiring, discharge, rehabilitation efforts, administering EEOC compliance, and labor relations activities.

LAW DEPARTMENT

This department acts as general legal counsel for the County. They directly report to the Board of Commissioners but assist all county offices and departments with legal expertise.

LIBRARY COMMISSION

The commission administers the library system of Beaver County. The system is composed of ten member libraries and a bookmobile. Each library is responsible for managing its own budget and is supported by Federal, Commonwealth, and County funds.

MAIL ROOM

This department is responsible for mail distribution for the County.

DEPARTMENT DESCRIPTIONS – (Continued)

MENTAL HEALTH/RETARDATION

This agency provides services for individuals needing assistance due to dependencies or addictions to controlled substances and alcohol abuse. The services provided are mental health, mental retardation, and drug and alcohol programs in forms of self-help and advocacy organizations. They also provide counseling, case management, prevention/intervention, outpatient and inpatient services, and treatment. The agency is able to provide such services through grants offered by Federal, Commonwealth and County funding.

MICROGRAPHICS

This department provides microfilming services and record assistance to all Beaver County offices.

OFFICE ON AGING

This agency is responsible for administering all programs provided by Beaver County to senior citizens. The types of services include but are not limited to: information and referral, care management, homemaker service, personal and attendant care, adult day care, respite care and ombudsman services. This agency is able to provide services through funding provided by the Federal, Commonwealth, and County governments.

PUBLIC DEFENDER

The Public Defender is responsible for providing legal services to indigent individuals as required by the Courts.

PURCHASING

This department is responsible for all procurement for the County. In addition, it is responsible for maintaining all records for fixed assets.

RECREATION AND TOURISM PROMOTION

This department is responsible for administering all recreational programs offered by the County, management of County recreational facilities, and promoting tourism within the County.

DEPARTMENT DESCRIPTIONS - (Continued)

VETERANS AFFAIRS

This department provides services and information to veterans and their families concerning benefits and it administers the Federal, Commonwealth, and County laws pertaining to burial of deceased veterans and their spouses.

VICTIM WITNESS

This department operates under the auspices of the District Attorney's Office. It provides assistance to individuals that had been victimized by a crime or witnessed a crime.

WASTE MANAGEMENT

This department manages the recycling program for Beaver County.

WEIGHTS AND MEASURES

This department is responsible for the testing and review of all weighing and measuring devices both public and private within Beaver County and offering the necessary certifications of compliance.